



**ALL INDIA INSTITUTE OF MEDICAL SCIENCES, VIJAYPUR, JAMMU-  
184120**

(A Central Autonomous Body under PMSSY, MoH&FW, Government of India)

F.No. AIIMS/JMU/Leave/2023/Gen/03

Date: 24<sup>th</sup> June, 2023

**C I R C U L A R**

Subject: **Regarding submission of hardcopies of Joining/Departure reports.**

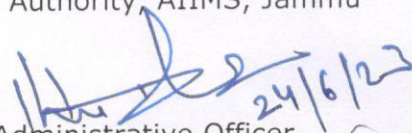
It is hereby informed to all the faculty members/Nursing Officers and staff working in AIIMS, Jammu to submit their ink signed copy of joining/departure reports while availing any kind of sanctioned leave as biometric Attendance system is yet to be established in the Institute.

2. Faculty members/Nursing Officer and staff who are working at NITS Campus may submit their departure/joining reports before/after availing their leaves through their Heads of Department/In-charge on the date of joining/departure and all such letters may be kept at Library section for onward transmission to Administrative Section, AIIMS, Jammu. No emails in this regard will be entertained.

3. It would be the responsibility of the Head of Departments/In-charge to report, if any faculty/Nursing Officer/staff do not report back after availing the sanctioned leave.

4. In case of the MBBS-UG students the Warden/Co-warden (Male/Female) may inform regarding the absence of any student to O/o Dean (Academics) so as to take appropriate action for any absence from the Institute.

5. This issues with the approval of Competent Authority, AIIMS, Jammu

  
Administrative Officer  
AIIMS, Vijaypur, Jammu

To,

All Heads of Department/Faculty  
In-charge Nursing Officers/staff,  
AIIMS, Vijaypur, Jammu

**Copy to:**

1. Dean (Academics), AIIMS, Jammu for information please.
2. Deputy Director (Admin), AIIMS, Jammu for information please.
3. Librarian, AIIMS, Jammu to kindly collect/collate and send the copies to Admin Section, AIIMS, Jammu.
4. Office copy